



REQUEST FOR CONTRACTOR PROPOSALS

For The Waterville City Hall Building

**Design and Replacement of Two Existing Oil
Fired Boilers with New Natural Gas Fired
Boiler(s)**

April, 2022

CITY OF WATERVILLE

WATERVILLE, MAINE 04901

PROJECT

The City of Waterville is seeking a Heating Contractor for the design and installation of new, natural gas fired boiler(s) for the Waterville City Hall.

INFORMATION AND REQUIREMENTS FOR BIDDING AND CONSTRUCTION

The Waterville City Hall is currently heated with 2 boilers, a Burnham Commercial 965,000 BTU boiler and a Axeman- Anderson 171,000 BTU boiler. The Axeman-Anderson boiler also provides hot water for City Hall. Both of these boilers are fueled with #2 heating oil. The City of Waterville would like to replace these boilers with one or more natural gas fired boilers. The bidding contractors will thoroughly review the existing City Hall boilers and associated piping and wiring and include the following with their bid:

1. Size one or more boilers to replace the existing, combined capacity, 1,136,000 BTU boilers. This can be done with one or more boilers to heat and provide hot water or provide boilers for heat and add a separate unit for hot water such as an on-demand hot water heater.
2. The current average yearly use of #2 fuel oil for City hall averages 10,000 gallons per year. On exceptionally cold years this has run as high as 12,000 gallons. The contractor will provide a system to have a minimum natural gas equivalent energy output equal to 14,000 gallons of #2 fuel oil per year. This includes hot water usage.
3. The contractor will replace the existing primary pump with a high efficiency Variable Frequency Drive (VFD) pump and the 7 existing circulator pumps with High Efficiency Variable Frequency Drive pumps.
4. The contractor shall connect to the existing hot water supply lines in the existing boiler room. No other mechanical work outside the boiler room will be required unless necessary to connect the proposed new boilers and water heater.
5. The existing boilers are exhausted into the chimney on the north side of City Hall. It is assumed that the boiler contractor will design an alternative exhaust system for the natural gas exhaust. The contractor will be expected to close the existing chimney opening in a manner acceptable to the City Engineer.
6. There is a natural gas meter located on the Front St. side of City Hall. The contractor will be responsible for providing gas piping from the meter into the boiler room as well as all other natural gas piping required to connect to their proposed equipment. All cutting and patching to provide the new natural gas line will be incidental to this bid proposal.

7. The contractor will be responsible for demolishing and removing the existing boilers and piping that will not be incorporated into the new heating/hot water system. All removed items will be legally disposed of off City of Waterville property.
8. The contractor will be responsible for all electrical work associated with the boiler replacements.
9. The contractor will meet all current codes for mechanical, electrical, and natural gas installation for the Waterville City Hall.
10. The contractor will obtain and pay for all pertinent permits for this work.
11. The contractor will cap the incoming #2 fuel oil line on the inside wall of the boiler room. The contractor will not be responsible for any work outside the building except for the natural gas work at the existing meter. The existing underground #2 fuel oil tank will be removed by others.
12. The contractor will provide a minimum of a one-year warranty on all work for this new boiler system. The contractor will provide all other manufacturer warranties for boilers, water heaters, pumps, piping, and electrical components.
13. The contractor will provide equipment product sheets with their bids.
14. The contractor may provide more than one bid for different equipment configurations.
15. The contractor will provide a proposal and rates for servicing of all new equipment. Service intervals will be per manufacturers recommendations.
16. The contractor will provide training of City Hall staff for all new equipment and systems provided. The cost of this will be incidental to the bid.
17. The contractor will provide for the manufacturers recommended quantity of spare parts with their bid. All spare parts will be of the same brand name as the equipment provided.
18. With their bid, the contractor will list the type and quantity of all spare parts to be provided.
19. The contractor will provide 2 copies all Operation and Maintenance Manuals (O&M Manuals) with the installed equipment and review these manuals with the City Hall staff.
20. The warranty of all equipment will begin when the City Hall staff is fully trained and the new equipment is fully installed, tested and balanced as required, and fully functional for heating and hot water requirements of the Waterville City Hall building.
21. The contractor will coordinate all activities with City Hall staff and will work to minimize disturbances in occupied work areas.
22. The contractor will minimize the amount of time that City Hall will be without hot water. After hours work and hot water switch-over to the new system is encouraged.
23. The Waterville City Hall is open for public business from 7:30 am to 4:30 pm, Monday through Friday. The contractor will be able to work during these hours but will be permitted to work alternative hours with permission from the City Hall custodian Daniel Tukey or the City Engineer, Andy McPherson.
24. For pre-bid access to the City Hall, contact Daniel Tukey at 680-4235 or cell 509-4061.
25. For all pre-bid questions, contact Andy McPherson, City Engineer at 680-4232 or cell 485-1145.
26. The City of Waterville is a tax-exempt municipality. The contractor will be issued a tax-exempt number for all material purchases for this project.

PROJECT TIMELINE

March 23, 2022 RFP for Waterville City Hall Boiler Replacement Project be advertised in local newspapers and be posted on the City of Waterville website.

April 12, 2022

Proposals will be due from Mechanical Contractors. Proposals will be mailed, or hand delivered to:

Andrew J. McPherson, P.E.
City Engineer
City of Waterville
1 Common Street
Waterville, ME 04901

Proposals are due by 11:00 am on April 12, 2022. Late proposals will not be considered for award.

PROPOSAL

This proposal from _____ is for the Boiler Replacement Project at the Waterville City Hall.

BASE BID: Replace the 2 existing boilers with one or more boilers and/or hot water heaters. Bid to include all labor, material, and equipment needed:

_____ Bid Price:

Alternate Bid (not required) _____ Bid Price:

Please attach all other required documents with this bid.

Resume: The bidder must list 3 boiler installation projects successfully completed in the last 5 years. Attach with these projects a contact persons name and phone number or email for reference.

April 19, 2022

Contract Award

April 20, 2022

Contract Start Date

September 9, 2022

Contract Completion

Bid Review and Award

The City of Waterville reserves the right to accept or reject any or all proposals for any reason, or to negotiate with any individual or firm as deemed in the best interest of the City of Waterville.

General Conditions

The attached General Conditions are hereby part of this bid and contract.

Construction Contract General Conditions

- A. Insurance. The General Contractor will provide a signed, valid, and enforceable Certificate of Insurance for all construction projects on City property. All Certificates of Insurance will be by insurance companies licensed to do business in the State of Maine. All insurance policies must be approved by the City of Waterville before the GC is allowed to start work on any City projects on City of Waterville property. Policies will name the City of Waterville as "Additional Insured".

The General Contractor and all subcontractors shall carry a Workers' Compensation insurance policy acceptable to the City of Waterville.

All General Contractors and Subcontractors shall carry commercial general liability insurance in an amount not less than \$1,000,000 per occurrence and \$2,000,000 in Aggregate. Other insurance or larger policies may be required on certain projects. These requirements will be spelled out in Supplemental General Conditions particular to certain construction projects.

- B. Contractor furnished items. The General Contractor on all City of Waterville construction projects, unless otherwise noted in the Contract Specifications, shall furnish the following items and services:
1. Portable toilets in sufficient numbers to accommodate the number of employees working on site employed by the General Contractor and all of its subcontractors.
 2. Electricity required beyond that readily available at the construction location. The GC and subcontractors will be allowed to access the City of Waterville's 110/220 electrical service if available on site. The GC will be responsible for all other electrical supply required during the course of construction including paying for service installation and removal and monthly electric bills.
 3. Water. The GC will be allowed to use City water only to the extent that it is available from a City owned faucet or hose bib. Other water requirements will be furnished and paid for by the GC. If public water is required, the General Contractor will coordinate this with the Kennebec Water District.
 4. Rubbish removal. The GC will be responsible for all trash and debris removal from the project. The GC will not be allowed to use any City owned dumpsters or garbage cans. All costs associated with trash and debris removal and project clean-up, on-going and final, will be the responsibility of the General Contractor.
 5. Security. The General Contractor will be responsible for securing the jobsite and for securing the City owned premises from which they are working to provide a security system as secure or more secure than before the start of construction.
 6. Snow removal. The GC shall be responsible for snow removal within the construction and staging limits of the project.

7. Landscape protection. The GC shall be responsible for protecting and maintaining all trees, shrubs, appurtenances, and grasses scheduled to remain. This includes adequate grass mowing within the construction and staging limits.
8. Storm Drainage. The GC shall be responsible for maintaining storm drainage throughout the project and staging limits for the duration of the project. The Contractor will follow the guidelines in the latest edition of the Maine DEP Best Management Practices for Erosion and Sedimentation Control.
9. Weather protection. The General Contractor will be responsible for the weather protection of all construction and staging areas, all construction materials stored on site, and all adjacent City property impacted by the construction project. The Contractor shall maintain all existing structures and other facilities in a "water-tight" condition.
10. Workers and equipment. The General Contractor shall provide at all times during the construction process adequate workers and equipment to safely and efficiently complete the construction project within the time allotted by the construction contract.
11. Liquidated damages. The General Contractor shall pay the following Liquidated Damages for each calendar day the contract has not been completed per the original completion date or the new completion date as established by change order:
 - a. Contracts under \$50,000.00 \$200/calendar day
 - b. Contracts from \$50,000 to \$500,000 \$350/calendar day
 - c. Contracts from \$500,000 to \$2,000,000 \$500.00/calendar day
 - d. Contracts over \$2,000,000 \$1000/calendar day

Other supplemental liquidated damages may be applied to any project and will be spelled out in the bid documents.

- C. Contractor Payments. The General Contractor will invoice the City of Waterville once per month for work completed. The City of Waterville will pay the GC no later than 30 days after receiving an approved invoice for work performed. Retainage will be held in the amount of 10% of each invoice until the project reaching substantial completion. Upon substantial completion, the retainage held will be reduced to 5%. The remaining retainage, 5% of the amount earned to date, will be paid to the contractor upon final completion.
- D. Final Completion. Final completion will be determined when all the following, when applicable, have been completed or supplied to the City of Waterville:
 1. All work is 100% complete
 2. All warranties have been provided
 3. All spare parts have been provided
 4. Any required owner training has been provided
 5. All required City departments have signed off including Fire, police, and code enforcement
 6. All utilities have signed off
 7. All required Release of Lien forms have been received from the General Contractor, subcontractors, and suppliers.
- E. Change orders. No extra work will be performed by the contractor without a written change order from the City of Waterville.

- F. As-built drawings. The Contractor will provide as-built drawings to the City of Waterville. The as-built drawings can be paper or electronic and will show, at a minimum, the work performed, dimensions of work, material used, all contractors and subcontractors that participated on the project, and other pertinent information typically listed on construction as-built drawings.